NATIONAL FINANCE CENTER (NFC) CERTIFICATE ACTION REQUEST FORM

FOR NFC USE ONLY

REQUESTOR INFORMATION

REQUESTOR NAME (First, Middle, Last)	AGENCY NAME	NFC ASSIGNED USER ID	LAST FIVE DIGITS OF SOCIAL SECURITY NUMBER

STREET ADDRESS

CITY	STATE	ZIP CODE

TELEPHONE NUMBER	FACSIMILE NUMBER	E-MAIL ADDRESS

ACTION

	LEVEL OF ASSURANCE	TYPE OF CERTIFICATE/E–MAIL	
New Certificate I request a Certificate be issued to me by NFC.	BASIC	TRUEPASS (ROAMING)	GROUPWISE
		DIRECT	LOTUS
	MEDIUM	ENTERPRISE	MICROSOFT
		DESKTOP ENCRYPTION	MICROSOFT WEB
	HIGH	VIRTUAL PRIVATE NETWORK (VPN)	NETSCAPE WEB
		WEB CONNECTOR	

I request that a Certificate be issued by NFC for a hardware component. **Please note that the sponsor for the device should complete the Requestor Information above.**	TYPE OF DEVICE
	WEB CONNECTOR SERVER
	ENTRUST WEB CERTIFICATE SERVER
	VPN DEVICE

I request that my Certificate be revoked.	Select one ⇒	No Longer Needed
		Key Compromise (Enter Date Last Known to be Un-compromised)
		Other

I request that my Certificate be recovered.	Specify reason ⇒	DESCRIBE CIRCUMSTANCES

I request a Designated Name Change	Specify reason ⇒	DESCRIBE CIRCUMSTANCES

SIGNATURE

I have read and understand the Subscriber Agreement (Version 2, 08/01) and my signature on this document, by hand, is my agreement to abide by the agreement and the rules and policies of the NFC regarding the agreement.

I certify that the information, statements and representations provided by me on this form are true and accurate to the best of my knowledge. I understand that a willfully false certification is a criminal offense and is punishable by law (18 U.S.C. 1001).

REQUESTOR SIGNATURE	DATE

AGENCY APPROVING OFFICIAL SIGNATURE	DATE

IDENTIFICATION BY LOCAL REGISTRATION AUTHORITY (LRA)

☐ IDENTIFICATION PROVIDED (attach clear, legible copies)	IDENTIFICATION 1
	IDENTIFICATION 2

LRA NAME AND TITLE	LRA SIGNATURE	DATE

IDENTIFICATION BY NOTARY

(Notarial Seal)

SUBSCRIBED and SWORN to before me by _____

this _____ day of _____ , _____ ,

_____ of _____ .
    (county)   *(state)*

Notary Public _____

MY COMMISSION EXPIRES: _____

INSTRUCTIONS FOR COMPLETING NFC CERTIFICATE ACTION REQUEST FORM

The completed form should be sent to by the Local Registration Authority (LRA):

> USDA/NFC
> PO BOX 60000
> NEW ORLEANS, LA 70160

REQUESTOR INFORMATION

Requestor Name – The first name, middle initial, and last name of an individual (150 characters maximum).

NFC Assigned User ID – The NFC assigned User ID of an individual, if applicable.

Last Four Digits of SSN – The last 4 digits of an individual's SSN.

Business Address
Street Address – The street name, number, and any additional components (directional symbols, etc.) necessary to identify a specific address (100 characters maximum).

City – The name of a city associated with the address (40 characters maximum).

State – The 2-character abbreviation for each state of the United States.

Zip Code – The applicable zip code (5–9 characters).

Work Telephone Number – Please include the area code and telephone number.

Work Facsimile Number – Please include the area code and telephone number.

Work E-mail Address – An individual's address for electronic communications, e.g., your Internet address but not the number string address (maximum 129 characters).

ACTION

The requestor should select a type of request (certificate application, certificate revocation or key recovery) by checking the appropriate box.

Certificate Application – In checking this box, you are requesting a digital certificate that will be issued for your use in doing business with NFC or one of its business partners. The certificate enables NFC to identify your electronic communications and to provide encrypted communication. This selection is appropriate if you have never held an NFC issued digital certificate.

Hardware Component – In checking this box, you are requesting a certificate for use with a hardware component device.

Certificate Revocation – In checking this box, you are requesting that NFC revoke your digital certificate. This will make it unusable for new communication with NFC.

Typical reasons for requesting revocation are:

1. A new certificate has been issued to you.
2. You no longer wish to have a certificate.
3. You have changed your legal name.
4. You have lost control of your certificate such that someone else may use it. This is called key compromise and we request the last date on which you alone controlled the use of the certificate.

Key Recovery – In checking this box you are requesting that NFC (1) revoke your current certificate and (2) issue you a new certificate with new signature and encryption keys. The process will provide access to any material encrypted with the encryption key of the revoked certificate.

Typically, key recovery is requested due to forgetting the local passphrase that controls the use of your digital certificate. This local passphrase is chosen by you as part of the enrollment process and never leaves your computer, so NFC has no record of it. Key recovery may also be needed if **through some computer malfunction** your software no longer functions. This may be due to the corruption of the encrypted keys and certificates stored on your computer.